

Motions, Briefs, and Indexes

Tips and Best Practices

Motions

- Do not use the Notice event for a document that is actually a motion (or needs the court's attention).
- Do not use the Objection event when objecting to a motion, file a brief instead.
See NECivR 7.1(b)(1)(A)
The party opposing a motion shall not file an "answer," or "opposition," "objection," or "response" to a motion, or any similarly titled responsive pleading, but instead shall file a paginated brief which concisely states the reasons for opposing the motion and cites the authorities relied upon. The brief shall not recite facts unless supported as provided in subparagraph (b)(2) of this rule.
- To view a list of all possible events go to **Reports**, the **Menu Listing**.
- Note that chambers does not receive immediate notification of the filing of motions, they receive a listing the following business day. If immediate notification is necessary, send a separate e-mail to the chambers.
- Do not attach anything to a motion.
- When in doubt, CALL THE HELP DESK
Omaha toll free 1-866-220-4381, option 0
Lincoln toll free 1-866-220-4379, option 2

Briefs

- File the brief as a separate event, do not attach to the motion.
- When prompted, always type all three words "in support of" or "in opposition to."
- Always check the box for "Should the document you are filing link to another document in this case?" On the next screen select the "motion" category and link the brief to the **motion** to which it relates.
- Link Reply Brief back to the original motion so that it will appear on the motion report as a related filing.

Indexes

- Use clear descriptions when adding attachments.
- Organize attachments in a way that makes them easy to use, and easy to find.
- Use correct scanner settings (see handout Scanning Best Practices)
- Do not attach more than 20MB aggregate file size to a single filing (see handout Filing Lengthy Attachments)
- When prompted, always type all three words "in support of" or "in opposition to."
- Link the index to the motion to which it relates. (See instructions under **Briefs** above)

Proposed Orders

- Do not attach proposed orders to motions, e-mail to the appropriate chambers.